

# **VIRGINIA REAL ESTATE BOARD**

## **EDUCATION COMMITTEE MEETING DRAFT AGENDA**

May 9, 2018 Meeting

- I. Call to Order
- II. Approval of Agenda
- III. Discussion Items
  - 1. Public Comment.
  - 2. Additional designations acceptable for Pre-License Instructor certification.
  - 3. Draft Instructions for submitting video content.
  - 4.

IV. Proprietary School Applications

1. 0211001229 HHHunt Homes, LLC. Glenn Allen, VA  
Contact Person: Melony Fuller
2. 0211001230 Hurlbert Home Inspection, LLC. Centreville,  
VA  
Contact Person: Seth Hurlbert
3. 0211001231 Old Republic Home Protection Company, Inc.  
Contact Person: Virginia Valverde
4. 0211001232 Dr. Mary Koralewski, Broad Run, VA  
Contact Person: Dr. Mary Koralewski
5. 0211001234 Charmay, Inc. dba: Service Master NCR  
Alexandria, VA  
Contact Person: Greg Gandee

V. Continuing Education Course Applications

A. Previously-approved Continuing Education Course Applications, Approved Schools **(Review for Instructor Only - Attachment 2)**:

1. 0214023000 Fair Housing-An Ounce of Prevention, 2 hours Fair Housing, Southside Virginia Assoc. Of Realtors **(K. Mark Joyner, Jr.) (duplicate Previously approved PLE # 1)**

B. Original Continuing Education Course Applications, Approved schools:

1. 0214022929 Fair Housing, 2 hours Fair Housing, Cindy Bishop Worldwide, LLC **(duplicate PLE # 1)**
2. 0214022931 Foreclosure Options & Realities 2, 2 hours Legal Updates, Cindy Bishop Worldwide, LLC **(duplicate CE # 3 and PLE # 2)**
3. 0214022932 Foreclosure Options & Realities 2, 2 hours Broker Management, Cindy Bishop Worldwide, LLC **(duplicate CE # 2 and PLE # 2)**
4. 0214022934 Financing Workshop 2, 2 hours Broker Management, Cindy Bishop Worldwide, LLC **(duplicate PLE # 3)**
5. 0214022936 Short Sales vs Foreclosure, 2 hours Real Estate Related, Alpha College of Real Estate **(duplicate CE # 6 and PLE # 4)**

6. 0214022937 Short Sales vs Foreclosure, 2 hours Broker Management, Alpha College of Real Estate **(duplicate CE # 5 and PLE # 4)**
7. 0214022951 Veterans Affairs Financing, 1 hour Real Estate Related, JAMS-01, INC
8. 0214022952 NARPM Finance: Cash Flow Analysis, 6 hours Real Estate Related, Alpha College of Real Estate **(duplicate CE #9)**
9. 0214022953 NARPM Finance: Cash Flow Analysis, 6 hours Broker Management, Alpha College of Real Estate **(duplicate CE # 8)**
10. 0214022956 8 hour Required Continuing Education Topics (Correspondence), 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, and 1 hour Real Estate Contracts, Alpha College of Real Estate
11. 0214022957 Contracts (Correspondence), 1 hour Real Estate Contracts, Alpha College of Real Estate
12. 0214022966 NAR: May The Code Be With You (On-line), 3 hours Ethics and Standards of Conduct, Hondros College of Business
13. 0214022967 Running a Small Brokerage Firm (On-line), 3 hours Real Estate Related, Hondros College of Business
14. 0214022968 What Does It Mean To Be Green? (On-line) 3 hours Real Estate Related, Hondros College of Business
15. 0214022969 Understanding Environmental Regulations (On-line), 3 hours Real Estate Related, Hondros College of Business
16. 0214022970 The Residential Contract: Issues, Disputes and Solutions (On-line), 3 hours Real Estate Contracts, Hondros College of Business
17. 0214022971 Exploring Agency Concepts and Disclosure (On-line), 3 hours Real Estate Agency Hondros College of Business
18. 0214022972 2018 New Laws, 1 hour Legal Updates, Virginia Realtors
19. 0214022973 Land 101, 8 hours Real Estate Related, RAR **(duplicate PLE # 5)**

20. 0214022975 Beyond the Basics: Advanced Tenant Coordination, 1 hour Real Estate Related, International Council of Shopping Centers (ICSC)
21. 0214022976 Creative Leasing Solutions, 1 hour Real Estate Related, International Council of Shopping Centers (ICSC)
22. 0214022977 The Next 25 Years: Preparing For The Future Of Retail And Mixed Use, 1 hour Real Estate Related, International Council of Shopping Centers (ICSC)
23. 0214022978 Investing in Retail Properties and Structuring Partnerships, 1 hour Real Estate Related, International Council of Shopping Centers (ICSC)
24. 0214022979 How You Draft Your Lease Can Make You Money, 1 hour Real Estate Contracts, International Council of Shopping Centers (ICSC)
25. 0214022982 Real Estate Agency, 2 hours Real Estate Agency, Provident School of Real Estate
26. 0214022986 Salesperson CE Courses for renewal, 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, and 1 hour Real Estate Contracts, Kirks Institute
27. 0214022987 Technology Tools, Trends, and Risk Management (On-line), 4 hours Real Estate Related, The CE Shop, Inc.  
**(does course have enough information that protects the health, welfare and safety of the public?)**
28. 0214022988 Real Estate Investing: Build Wealth Representing Investors and Becoming One Yourself (On-line), 6 hours Real Estate Related, The CE Shop, Inc.
29. 0214022989 1 hour Contracts Online, 1 hour Real Estate Contracts, Alpha College of Real Estate
30. 0214022990 Virginia Agency Law (On-line), 3 hours Real Estate Agency, Alpha College of Real Estate **(duplicate PLE #6)**
31. 0214022992 6 Hours Contract Writing On-line, 6 hours Real Estate Contracts, Alpha College of Real Estate **(duplicate PLE #7)**

32. 0214022998 Facts about Mold, 6 hours Real Estate Related, Kirks Institute
33. 0214023013 Legislative and Agency Update, 1 hour Real Estate Agency, and 1 hour Real Estate Related, RAR **(duplicate PLE # 8 and CE #37)**
34. 0214023015 Virginia Evaluating Current Standards in Fair Housing (On-line), 3 hours Fair Housing, Hondros College of Business
35. 0214023017 Title Insurance, 2 hours Broker Management, Cindy Bishop Worldwide, LLC **(duplicate PLE #10)**
36. 0214023019 Broker Management: A Managing Broker's Value Package, 2 hours Broker Management, The Settlement Group Real Estate School
37. 0214023020 Legislative and Agency Update, 2 hours Broker Management, RAR **(duplicate CE #33 and PLE # 8)**
38. 0214023021 Commercial Leasing Fundamentals, 8 hours Real Estate Related, FAAR **(duplicate PLE #9)**
39. 0214023022 How, When and How to Hire: How, When and How to Fire, 2 hours Broker Management, The Settlement Group Real Estate School
40. 0214023023 Common Legal Hotline Q&A for Property Managers, 2 hours Legal Updates, Virginia Realtors **(duplicate PLE # 11)**
41. 0214023026 Title Insurance (On-line), 8 hours Real Estate Contracts, Versatile Title and Escrow, Inc.
42. 0214023027 Describing Real Property, 1 hour Real Estate Contracts, Old Republic National Title Insurance Company
43. 0214023028 Preoccupied with Occupancy Agreements, 1 hour Real Estate Contracts, INSTITUTE OF CONTINUING EDUCATION, LC
44. 0214023030 Comprehend-a the Addenda: Addenda Basics, 2 hours Real Estate Contracts, INSTITUTE OF CONTINUING EDUCATION, LC **(duplicate PLE # 12)**
45. 0214023031 Being A Good Leader Means Being A Good Manager, 2 hours Broker Management, The Settlement Group Inc
46. 0214023032 1031 Exchange of Real Estate, 2 hours Broker Management, Cindy Bishop Worldwide, LLC **(duplicate PLE #13)**

47. 0214023034 Winning Lease Negotiation Techniques, 1 hour Real Estate Related, International Council of Shopping Centers **(Course does not appear to address protecting the public health, safety, and welfare)**
48. 0214023036 How to Prevent Settlement Delays, 1 hour Real Estate Related, New World Title & Escrow
49. 0214023037 Fair Housing, 2 hours Fair Housing, Provident School of Real Estate
50. 0214023040 Handling Top Producers Effectively, 2 hours Broker Management, The Settlement Group Real Estate School
51. 0214023042 Top Contract Mistakes and How to Avoid Them, 2 hours Real Estate Contracts, INSTITUTE OF CONTINUING EDUCATION, LC **(duplicate PLE # 16)**
52. 0214023044 Uncommon Transactions 101, 1 hour Real Estate Contracts, and 1 hour Real Estate Related, INSTITUTE OF CONTINUING EDUCATION, LC **(duplicate PLE # 17)**
53. 0214023046 Analysis of the 2017 Residential Sales Contract, 3 hours Real Estate Contracts, INSTITUTE OF CONTINUING EDUCATION, LC
54. 0214023052 Broker Management And Supervision Course, 8 hours Broker Management, Steve A. Dubrueler
55. 0214023053 Understanding Risk And Steering Clear Of Trouble, 2 hours Real Estate Related, GCAAR
56. 0214023054 Simple Steps for a Smooth Settlement, 3 hours Real Estate Related, GCAAR
57. 0214023055 Preconstruction and Second Home Investing, 3 hours Real Estate Related, GCAAR **(asking for 3 hours, only has 9 slides?)**
58. 0214023056 Divorce Transactions in Real Estate, 1 hour Real Estate Related, GCAAR
59. 0214023057 Avoiding Litigation, 1 hour Real Estate Related, GCAAR
60. 0214023058 Rentals: Rules of the Road, 3 hours Real Estate Related, GCAAR
61. 0214023059 Due Diligence In Commercial Real Estate, 2 hours Real Estate Related, GCAAR

- 62. 0214023060 Foreign Nationals and FIRPTA Compliance, 3 hours Real Estate Related, GCAAR
- 63. 0214023061 Get the Lead Out, 1 hour Real Estate Related, GCAAR
- 64. 0214023062 Understanding What Is Green, 1 hour Real Estate Related, GCAAR
- 65. 0214023063 Navigating the Home Inspection, 1 hour Real Estate Related, GCAAR
- 66. 0214023067 Short Sales, 1 hour Real Estate Related, Hunter Hanger & Associates, PC
- 67. 0214023068 Estate Issues in Real Estate Transactions, 1 hour Real Estate Related, Hunter Hanger & Associates, PC
- 68. 0214023069 Corporate Entities and Real Estate, 1 hour Real Estate Related, Hunter Hanger & Associates. PC
- 69. 0214023070 Reverse Mortgage, 2 hours Real Estate Related, Blue Ridge Real Estate School
- 70. 0214023072 Real Estate Contracts, 2 hours Real Estate Contracts, Provident School of Real Estate

C. Original Continuing Education Course Application, pending School application:

- 1. 0214023038 MOLD - Dealing with a Silent Menace, 1 hour Real Estate Related, Charmay, Inc. dba: Service Master NCR (**pending school # 5 0211001234**)

VI. Post License Education Course Applications

A. Previously-approved Post License Education Course Applications, Approved Schools (**Review for Instructor Only - Attachment 2**):

- 1. 0214023001 Fair Housing-An Ounce of Prevention, 2 hours Fair Housing, Southside Virginia Assoc. Of Realtors (**K. Mark Joyner, Jr.**) (**duplicate Previously approved CE # 1**)

B. Original Post License Education Course Applications, Approved Schools:

1. 0214022930 Fair Housing, 2 hours Fair Housing, Cindy Bishop Worldwide, LLC **(duplicate CE # 1)**
2. 0214022933 Foreclosure Options & Realities 2, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC **(duplicate CE # 2 and # 3)**
3. 0214022935 Financing Workshop 2, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC **(duplicate CE # 4)**
4. 0214022938 Short Sales vs Foreclosure, 2 hours Current Industry Issues and Trends, Alpha College of Real Estate **(duplicate CE # 5 and # 6)**
5. 0214022974 Land 101, 2 hours Current Industry Issues and Trends, RAR **(duplicate CE # 19)**
6. 0214022991 Virginia Agency Law (On-line), 3 hours VA Agency Law, Alpha College of Real Estate **(duplicate CE #30)**
7. 0214022993 6 Hours Contract Writing On-line, 6 hours Contracts Writing, Alpha College of Real Estate **(duplicate CE #31)**
8. 0214023014 Legislative and Agency Update, 2 hours Current Industry Issues and Trends, RAR **(duplicate CE # 33 and 37)**
9. 0214023016 Commercial Leasing Fundamentals, 2 hours Current Industry Issues and Trends, FAAR **(duplicate CE # 38)**
10. 0214023018 Title Insurance, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC **(duplicate CE #35)**
11. 0214023025 Common Legal Hotline Q&A for Property Managers, 2 hours Current Industry Issues and Trends, Virginia Realtors **(duplicate CE # 40)**
12. 0214023029 Comprehend-a the Addenda: Addenda Basics, 2 hours Current Industry Issues and Trends, INSTITUTE OF CONTINUING EDUCATION, LC **(duplicate CE # 44)**
13. 0214023033 1031 Exchange of Real Estate, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC **(duplicate CE #46)**
14. 0214023035 Fair Housing in Virginia (On-line), 2 hours Fair Housing, Alpha College of Real Estate
15. 0214023041 Commercial Negotiations, 2 hours Current Industry Issues and Trends, FAAR

16. 0214023043 Top Contract Mistakes and How to Avoid Them, 2 hours Current Industry Issues and Trends, INSTITUTE OF CONTINUING EDUCATION, LC **(duplicate CE # 51)**
  17. 0214023045 Uncommon Transactions 101, 2 hours Current Industry Issues and Trends, INSTITUTE OF CONTINUING EDUCATION, LC **(duplicate CE # 52)**
  18. 0214023047 When Price Meets Preparation, 2 hours Current Industry Issues and Trends, GCAAR
  19. 0214023048 Transaction Red Flags, 2 hours Current Industry Issues and Trends, GCAAR
  20. 0214023049 Successful Open Houses, 2 hours Current Industry Issues and Trends, GCAAR
  21. 0214023050 Most Common Mistakes that Delay Settlement, 2 hours Current Industry Issues and Trends, GCAAR
  22. 0214023051 Understanding Basic Environmental Issues, 2 hours Current Industry Issues and Trends, GCAAR
  23. 0214023064 Short Sales, 2 hours Current Industry Issues and Trends, GCAAR
  24. 0214023065 Introduction to Commercial Real Estate, 2 hours Current Industry Issues and Trends, GCAAR
  25. 0214023066 Advertising Compliance, 2 hours Current Industry Issues and Trends, GCAAR
  26. 0214023071 Reverse Mortgage, 2 hours Current Industry Issues and Trends, Blue Ridge Real Estate School
- C. Original Post Licensing Education Course Application, pending School application:
1. 0214022980 What to Expect at the Home Inspection-A Look at the New Licensing Requirements, 2 hours Current Industry Issues and Trends, HHHunt Homes, LLC.

#### VII. Pre-License Education Instructors

1. 0230001537 Charlene M. Winter - **professional designation and teaching credentials (Principles)**
2. 0230001543 E. Lorraine Kent - **waiver (Principles)**
3. 0230001542 Jennifer Beth Bierfeldt - **waiver (Principles)**
4. 0230001532 Cathy Huynh - **waiver (Principles)**

5. 0230001545 Gail Robin Glassmoyer - **waiver (Principles)**
6. 0230001544 Jon May - **education and experience (Principles)**
7. 0230001547 Carol Dorsey, **experience and professional designation (Principles, Law, Brokerage, Finance, Appraisal)**

VIII. Pre-License Education Courses

1. 0214022850 60 hours Salesperson Principles and Practices of Real Estate (On-line), Real Estate U Online, LLC

IX. Additional Continuing/Post License Education Instructors

1. **Maria Boyles**  
 0214020871 - Standard Owner's Policy V. 2013 Homeowner's Policy  
 0214014606 - Legal Descriptions and Surveys  
 0214019336 - What Is Title Insurance?  
 0214020224 - The New Loan Estimate and Closing Disclosure Explained  
**FIDELITY NATIONAL TITLE INSURANCE COMPANY**
2. **Cheryl Hamm**  
 0214020189/0214020190 - Discovering Commercial Real Estate  
**RAR**
3. **Chuck Dunlap**  
 0214019109 - CONTRACT LAW & CONTRACT WRITING FROM A TO Z  
**PENINSULA REAL ESTATE SCHOOL**
4. **Darreld Shoop**  
 0214020871 - Standard Owner's Policy V. 2013 Homeowner's Policy  
 0214022041 - Descriptions & Surveys  
 0214019336 - What Is Title Insurance  
 0214020224 - Know Before You Close: The New Loan Estimate and Closing Disclosure Explained  
**FIDELITY NATIONAL TITLE INSURANCE COMPANY**
5. **Connie M. Smith**  
 0214020871 - Standard Owner's Policy V. 2013 Homeowner's Policy  
 0214022041 - Descriptions & Surveys  
 0214019336 - What Is Title Insurance  
 0214020224 - Know Before You Close: The New Loan Estimate and Closing Disclosure Explained  
**FIDELITY NATIONAL TITLE INSURANCE COMPANY**
6. **Geetash Kapoor**  
 0214018427/0214018461 - Financing Workshop  
 0214019622/0214019624 - 203k Renovation Loans

- 0214019812/0214019813 - Targeting & Servicing First Time Homebuyers  
0214020509/0214020510 - The Power of VA Loans  
0214020471/0214020472 - Listing Tools Masters Use  
0214020555/0214020556 - Understanding Credit Repair  
**CINDY BISHOP WORLDWIDE LLC**
7. **Tammy Bjelland**  
0214020871 - Standard Owner's Policy V. 2013 Homeowner's Policy  
0214022041 - Descriptions & Surveys  
0214019336 - What Is Title Insurance  
0214020224 - Know Before You Close: The New Loan Estimate and Closing Disclosure Explained  
**FIDELITY NATIONAL TITLE INSURANCE COMPANY**
8. **Joni Moncure**  
0214021823/0214021824 - VHDA Real Estate Professionals Training  
**Virginia REALTORS®**
9. **Ronald D. Wiley, Jr.**  
0214019135 - Foreclosures in VA  
0214019148 - Judgments & Liens  
0214019842 - Who Owns It? Title & Ownership of Real Estate in Virginia  
0214019841 - Title Insurance Basics - Claims  
0214019843 - The Effect of Divorce and Bankruptcy  
0214019844 - VAR Residential Purchase Contract: Part 1  
0214019845 - VAR Residential Purchase Contract: Part 2 & 3  
0214018124 - 10 Things Every Loan Officer Wished Ever Realtor Would Know  
0214019149 - CFPB Combined Disclosures  
0214019150 - ALTA's Best Practices  
0214019146 - 1031 EXCHANGES  
0214020242 - Title Insurance - Virginia History & Owner's Coverage  
0214020251 - Virginia Real Estate Agents and the 2015 CFPB Rules  
0214021088 - The Importance of House Location Surveys  
**OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY**
10. **Nancy Steorts**  
0214022347 - Home Safety for your Sellers  
0214018676 - Breaking Communication Barriers  
0214022382 - Introduction to Radon in Virginia Real Estate Transactions  
**LONG AND FOSTER INSTITUTE OF REAL ESTATE**
11. **Mary Chieppa**  
0214022783 - Contracts  
0214022785 - Virginia Agency Law  
0214022786 - Real Estate Law and Board Regulations  
0214022787 - Risk Management

0214022784 - Virginia Escrow Requirements  
0214022782 - Virginia Escrow Requirements

**Tara Houston**

0214022783 - Contracts  
0214022785 - Virginia Agency Law  
0214022786 - Real Estate Law and Board Regulations  
0214022787 - Risk Management  
0214022784 - Virginia Escrow Requirements  
0214022782 - Virginia Escrow Requirements

**GREATER CAPITAL AREA ASSOCIATION OF REALTORS**

12. **Bobbi Bryant**

0214021679 - Title Insurance: Claims Can and Do Happen  
0214021680 - Mechanics' Lien Law in Virginia  
0214021681 - Foreclosure for Realtors; What VA Real Estate  
Prof Need To Know  
0214021682 - Decedents Real Estates for Virginia Real  
Estate Agents  
0214021683 - Cyber Crimes: Title Agent and Realtor Alert  
0214021684 - Intricacies of Title Insurance  
0214021685 - Judgments, Liens and Bankruptcy  
0214021710 - Authority to Execute; Who Can Sign On Behalf  
Of Entities, Trusts and Under Powers Of Attorney  
0214021711 - Clearing Common Title Issues  
0214022918 - Surveys

**FIRST AMERICAN TITLE INSURANCE COMPANY**

13. **Meghan Zimman**

0214022055 - Fair Housing for the Real Estate Professional

**Kathryn Ladewski**

0214022055 - Fair Housing for the Real Estate Professional

**Dipti Pidikiti-Smith**

0214022055 - Fair Housing for the Real Estate Professional

**NVAR**

14. **Lisa Jalufka**

0214018798/0214018805 - Real Estate Risk Management  
0214018705/0214018716 - Current Industry Issues and Trends  
- Finance  
0214018763/0214018741 - Current Industry Issues and Trends  
- Business Planning  
0214018740 - Current Industry Issues and Trends -  
Prospecting For Success  
0214018797/0214018824 - Escrow Requirements  
0214018825 - Contract Writing  
0214020733 - VA 8-Hour Mandatory CE  
0214021763 - VA Agency Law  
0214020819 - Real Estate Law & Board Regulations  
0214019738 - Ethics and Standards of Conduct  
0214019737 - Fair Housing

**New Millennium University**

X. New Business

XI. Adjourn